SSPB 599 Syllabus and Course Policy (CRN 13319), Fall 2015

Instructor: Dr. Jonathan Silberg

Office: Keck 209

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Office Hours: Dr. Silberg's office hours are by appointment

Course objectives & learning objectives. This course focuses on the professional development of graduate students as teachers. Through classroom instruction or assistance under the supervision of assigned faculty members, students will learn the fundamentals of designing an effective course, leading class discussion, explaining difficult concepts, managing a classroom, and student assessment/grading.

By the end of this course, students should be able to

- Create and maintain a professional and friendly recitation classroom environment
- Use active learning techniques to teach scientific concepts
- Respond effectively to student questions
- Apply principles of fair and responsible grading to assess student work
- Communicate professionally and effectively with professors and students in Systems, Synthetic, and Physical Biology courses for which the student serves as TA

Course structure. Students enrolled in this course are assigned to assist a faculty member in his/her teaching responsibilities. Students are expected to begin this assistance the week before class begins and continue until grades are submitted at the end of the semester.

Students must

- Attend the regular class meetings of the courses assigned to the student, unless instructed otherwise by the course instructor
- Lead recitation sessions, if applicable, at the times/locations chosen by the course instructors
- Attend meetings (including grading sessions) at the times/locations assigned by the course instructors
- Meet all deadlines set by their course instructors.

Readings. To fulfill their roles as teaching assistants, SSPB 599 students are also required to complete all of the readings assigned in the courses they assist. Students may request to borrow a copy of the required course textbook(s) from the course instructors if needed.

Attendance and participation. Attendance and participation in class and all scheduled meetings for the student's assigned courses are required. Students must obtain approval of their course instructor(s) before participating in a conference or educational activity that conflicts with assigned course responsibilities. Vacation time should not be scheduled to conflict with course responsibilities.

Exams: There are no exams.

Grading: Grading is Satisfactory/Unsatisfactory based on fulfillment of duties required by the instructor(s) of each student's assigned courses.

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Rice honor code. In this course, all students will be held to the standards of the Rice Honor Code, a code that you pledged to honor when you matriculated at this institution. If you are unfamiliar with the details of this code and how it is administered, you should consult the Honor System Handbook at http://honor.rice.edu/honor-system-handbook/. This handbook outlines the University's expectations for the integrity of your academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process.

Disability support services. If you have a documented disability or other condition that may affect academic performance you should: 1) make sure this documentation is on file with Disability Support Services (Allen Center, Room 111 / adarice@rice.edu / x5841) to determine the accommodations you need; and 2) talk with me to discuss your accommodation needs.

Syllabus change policy. This syllabus is only a guide for the course and is subject to change with advanced notice.